

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Monthly Report for April 1983

FROM

Chief, Human Resources
Management Division, OC

EXTENSION

NO.

OCHRM M83- 231

DATE

11 MAY 1983

TO: (Officer designation, room number, and
building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALSCOMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)

1.

D/CO

11 MAY 1983

2.

OC-EXA

12 MAY 1983

MA/83

3.

OC-P&B

16 MAY 1983

4.

OC-OL/IMC

16 MAY 1983

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15.

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OCHRM M83- 231

11 APR 1983

MEMORANDUM FOR: Director of Communications

25X1 FROM:

[REDACTED]
Chief, Human Resources Management Division, OC

25X1 SUBJECT: Monthly Report for April 1983 [REDACTED]

1. During the quarter, January through March 1983, a total of 8 Quality Step Increases were submitted and approved. There were also 3 Career Intelligence Medals, 9 Certificates of Distinction, 4 Certificates of Merit, 20 Exceptional Accomplishment, 4 Special Achievement awards and a Meritorious Unit Citation approved. April award activity included: Certificates of Accomplishment to the six graduates from Electronic Technician Classes 3-83 and 4-83 on 22 April; a Certificate of Merit presented to [REDACTED] [REDACTED] received a \$1000 Special Achievement Award; [REDACTED] was awarded an Exceptional Accomplishment cash award of \$750. [REDACTED]

4. OC-HRMD involvement in recruiting activities continues to absorb increasing amounts of time and resources. To ensure that funds were available for continued advertising, OC recently made \$30,000 available to OP/RD after they had exhausted their advertising funds. OC-HRMD representatives continue to assist the Washington Area Recruitment Office (WARO) in giving group presentations, interviews, and tests for prospective ET/TCS applicants. A joint presentation was recently conducted in Baltimore where 40 applicants were interviewed and tested and resulted in 30 candidates being given PHS forms to be put in processing. [REDACTED]

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25X1 SUBJECT: Monthly Report for April 1983 [REDACTED]

25X1 5. Representatives from HRMD attended a Ham Fest in Dayton,
25X1 Ohio. The purpose of the trip was to recruit communicators and
technicians. During a three-day period, the representatives
talked to over one thousand "hams" and passed out approximately
seven to ten thousand ET and TCS qualification pamphlets and resu-
mes. [REDACTED]

[REDACTED]

25X1 8. The Office of Training and Education has agreed to conduct
two Stress Management Workshops [REDACTED] on 10 May at 0900-1200
and 1300-1600 hours. Spaces not filled by OC personnel will be
25X1 offered to the Office of Logistics and the Office of Technical
Services. [REDACTED]

25X1 9. The Station Air Conditioning Course (TEC-193) originally
25X1 scheduled for 9-20 May has been rescheduled for 13-24 June. The
25X1 instructor for this course, [REDACTED] is expected to return
from a TDY trip [REDACTED] on 25 May. [REDACTED] is also scheduled
to instruct the Field Station Generator Course (TEC-192) on 23 May.
[REDACTED]

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25X1 SUBJECT: Monthly Report for April 1983

10. Other training efforts worthy of note in April included:

- a. Two initial runnings of the KG-84 Limited Maintenance Course;
- b. The initial session of the Spouse Overseas Orientation Seminar;
- c. T&A training for all OC Headquarters components.

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Distribution:

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